

APPLICATION FOR EMPLOYMENT

VILLAGE OF READSTOWN

Date: _____

Directions: Type or print in blue or black ink. Answer all questions which are applicable. Please do not state "See Resume".

PERSONAL INFORMATION

<u>Last Name</u>	<u>First Name</u>	<u>Middle</u>	
<u>Address</u>	<u>City</u>	<u>State</u>	<u>Zip</u>
<u>Phone</u>	<u>Day Phone (if different)</u>	<u>Social Security Number</u>	
<u>Birth Date</u>	<u>E-Mail Address</u>		

EMPLOYMENT INFORMATION

Position for which you are applying:	_____
Are you employed at the present time?	_____
If yes, please complete the information below:	
Employers Name:	_____
Employers Address:	_____
How long have you been with this employer:	_____
Present Salary:	_____
If hired, can you show proof of your legal right to work in the U.S.? Yes _____ No _____	
Have you ever been dismissed or asked to resign from any position? Yes _____ No _____	
Have you ever been convicted of a felony, or a misdemeanor which resulted in imprisonment? Yes _____ No _____	
If yes to the above question, please explain:	_____

A yes answer to the above question does not necessarily disqualify an applicant from employment.	
EDUCATION	
Please list all schools attended and any other pertinent information about your education.	
School(s)	Subjects Studied (if applicable)
High School	
College (include dates attended)	

EMPLOYMENT EXPERIENCE (List most recent experience first)		
Name & Address	Position(s) Held	Dates (start-end)

REFERENCES		
Name & Address (City, State, Zip)	Phone	Relationship

The following section is to be completed by applicant for an OFFICE POSITION:	
Can you type: _____	How many words per minute? _____
Computer Skills: Macintosh _____	PC _____
Please provide computer and software knowledge below:	

I certify that all statements made herein and on the enclosed resume are true and correct to the best of my knowledge. I authorize investigation of all statements herein recorded. I release from liability all person and

organizations reporting informaiton required by this application.

Signature

Date

